

Texas WIC Program Texas Department of Health

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Disposition of "Voided" and "Destroyed" Food Instruments

Purpose

To ensure all voided food instruments have been entered into the food instrument used/depleted report and to provide disposition instructions for "voided" and "destroyed" food instruments and to provide instructions on maintaining an adequate audit record of voided and destroyed food instruments.

Authority

7 CFR Part 246.12

Cross Reference

[Policy GA:04.0](#)

Policy

Food instruments which the local agency (LA) has in its possession and which have never been issued and are unusable, or which were issued to a participant and returned to the clinic as unusable/unwanted shall be appropriately coded in the WIN system as "voided."

Procedures

- I. Voided food instruments shall be immediately marked in ink as "VOID."
- II. Refer to the Texas WIN Reference Manual for instructions on how/when to code food instruments as "voided."

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- III. After entering the appropriate code in the WIN system for "voided" food instruments, LA staff shall take the appropriate steps to dispose of such instruments after the 3 year retention period has elapsed.
- A. Voided food instruments shall be stored during the 3 year retention period by the LA and be available for audit/review and reconciliation purposes.
 - 1. At the end of the 3 year retention period these voided food instruments may be disposed of in accordance with the LA procedure for disposal of confidential records in cases where a client's name has been printed on the food instruments.
 - 2. Food instruments marked as void without any client information are subject to the retention period unless specific approval has been given by the state agency (SA) in writing for their destruction.
 - B. There is no retention requirement for unused and unusable bulk food instruments which have not been expanded into inventory. Bulk quantity of food instruments (in full boxes) to be destroyed shall be rendered completely unusable. In the presence of a witness, a LA staff person shall destroy the instruments by shredding, cutting them up with scissors, punching holes in the instruments etc. and dispose of them in the trash or recycling bin.
 - 1. Document the destruction of these food instruments by serial number and have both LA staff sign. Retain instrument destruction documentation for audit/review.
 - 2. Some examples of bulk quantity food instruments for destruction would be those damaged by water or fire; food instruments deemed otherwise unusable due to design change, NCR deterioration, freight damage, or printing flaws from the printer of the food instrument stock.
- IV. LAs shall retain voided food instruments for three years following the date of submission by the SA of the final expenditure report for the period to which the food instruments pertain. After the required

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retention period, the LA shall follow the SA procedures for the destruction of food instruments.

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Documenting Missing/Stolen Food Instruments

Purpose

To ensure the proper accountability for all food instruments assigned and to provide an audit trail for possible future investigations by monitors and auditors.

Authority

7 CFR Part 246.12

Policy

Documentation of actual or suspected loss or theft of food instruments from the local agency (LA), clinic or lost in transit when shipped is necessary in all cases.

Procedures

- I. Document instruments as "missing" if they are lost in bulk (complete boxes) in transit when shipped. After seven days, food instruments which are shipped and not coded in the WIN system as "Received" shall automatically be marked as missing.
- II. Document food instruments as "missing" when food instruments are stolen (complete boxes) or are suspected of having been stolen from the LA or clinic.
- III. Bill of lading information is required when documenting food instruments as missing in the WIN system. Refer to the Texas WIN Reference Manual for instructions on utilizing the WIN food instrument inventory module.